

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Deputy Fire Chief****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees the daily operations of the Fire and Paramedical Services Department. Supervises personnel, provides assistance with the coordination and planning of the department and administrates various related programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises personnel by participating in the recruitment, selection, and promotion of personnel, providing direction and development to personnel, conducting conferences with supervisory officers, and assuming command of major emergency incidents.
2	S	Assists with planning by developing and implementing policies and short and long range plans, administering budgets, and evaluating their effectiveness.
3	L	Administrates programs by coordinating emergency medical protocols, fire operations and suppression, paramedical services, fire prevention, fire and emergency medical services training, hazardous materials, and special rescue activities.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Educational requirements: Bachelor's degree in Fire Administration, Emergency Medical Services Administration, Fire Science, Public Administration or other related field.
Experience	Four (4) years combined experience as an Assistant Fire Chief, Battalion Fire Chief, Fire Marshal or other Division Head.
Certifications and Other Requirements	Valid Driver's License; National Fire Academy Executive Fire Officer Certification; current Virginia Department of Fire Programs Certifications in Fire Officer III (must achieve and maintain within one (1) year of promotion to the rank of Deputy Fire Chief) (or Bachelor of Science Degree in Fire Science, Public Administration or a related field or National Fire Academy Executive Fire Officer Certification), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read various financial and technical documents and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write technical documents, position statements, technical and financial reports, work orders, and memorandums.
Managerial	Managerial responsibilities include planning and developing policies, coordinating programs, and directing emergency incidents.
Budget Responsibility	Oversees budget preparation of department budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for department budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment
Sitting	C	Computer, desk work, driving
Walking	O	To/from office equipment, to/from other departments and meetings
Lifting	R	Paperwork, files, office supplies
Carrying	R	Paperwork, files, office supplies
Pushing/Pulling	R	Desk drawers
Reaching	R	For items on higher shelves
Handling	R	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, writing
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Computer, supervision of staff, observation, driving, reading
Hearing	C	Staff, supervisor, vendors, general public, telephone, meetings
Talking	F	Staff, supervisor, vendors, general public, telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, computer, telephone, copy machine, fax machine, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Turnout gear

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)